



960322-01

Department of Banking and Finance
2990 Brandywine Road, Suite 200
Atlanta, Georgia 30341-5565

Records Retention Schedule No.: 96-0002
Effective Date: September 3, 1996

INSTRUCTIONS: See Publication No. 76-RM-1 for instruction on completing this form. Forward signed original to Department of archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia 30334, Attention: Scheduling Sections.

FOR AGENCY USE

Application Date
Application Number
96-0002

FOR RECORDS MANAGEMENT USE

Application Number **03/22/96**
Date Received **09/03/96**
Date Completed

1. Agency Address

Department of Banking and Finance
2990 Brandywine Rd, Ste 200
Atlanta Georgia 30341-5565

2. Person to Contact

Working Title
Telephone Number

Sonja Hencely
Records Management Officer
770-986-1621

3. Action Requested

a. Establish Retention Schedule; record will continue to accumulate.

4. Dates of Series Earliest **12-31-93** Latest **Continuing**

5. Records Series Title (followed by title used in office; if different)

Check Cashier Files

10. Questionnaire (Place an "X" in the proper column)

- YES a. Is this the official copy of the series?
If not, where is it?
- YES b. Does the series contain confidential information requiring security handling?
If yes, cite law or regulation. O.C.G.A. 7-1-70
- NO c. Is this a vital record?
- NO d. Does this series have historical or long term research value?
- NO e. When one or two documents in the file make it necessary to keep the entire
file for a long period, could these documents be scheduled separately?
- NO f. Is the information contained in this series ever published? If yes, attach
copy.
- NO g. Is the information contained in this series ever analyzed and/or recorded in a
summarized report? If yes, attach copy.
- NO h. Is there a duplication of this series in your office, or in another office or
agency?
- NO i. Is this series (or a major portions of it) regularly microfilmed?
- NO j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- a. State Law _____ 5 _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need _____ years
- f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 7-1-69

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Calendar Year;

Hold in the current files area two (2) years; then

Transfer to State Records center; hold three (3) Year(s); then

Destroy.

These instructions apply to all prior and future accumulations of the series.

The above records retention schedule is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et. Seq.). The Department of Banking and Finance recommends this retention schedule to the state Records Committee.

Signed: David A. Hancock 3-18-96
DEPUTY COMMISSIONER FOR ADMINISTRATION
Agency Head or Designee (name & title) Date

Signed: Sonja Nencely RMD 3-20-96
Records Management Officer (name & title) Date

The approval of the disposition instructions for the record series described in this record retention schedule application has been authorized by the State Records Committee.

Signed: Edward Weldon 9/5/96
Edward Weldon
Secretary of State Designee Date